This handbook belongs to

(please print student name)
Dear Morse Students:

I hope you have enjoyed your summer and are looking forward to the challenges and rewards of the upcoming 2018-2019 school year. Whether you are a new or returning student, it is my pleasure to welcome you to Morse High School. I am confident you will find your studies with us rigorous and engaging and the academic atmosphere enriching and supportive.

I sincerely hope your experience at Morse High School exceeds your expectations, and I encourage you to share with me any suggestions and ideas that might assist our efforts to provide you with the best education possible.

Once again, on behalf of our staff, I welcome you to Morse High School, and wish you a successful and enjoyable school year!

Dr. Cynthia Larkin
Principal
clarkin@sandi.net
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**MHS 2017-2018 Mission Statement**

The purpose of Morse High School is to educate, empower, and enable all students to become caring, contributing citizens who can succeed in an ever-changing world. Morse High School is focused on high expectations and individual academic success and creates a community of respect and responsibility.

**MHS 2017-2018 Vision Statement**

The Morse High School community is united in providing a high-quality education that prepares students to be responsible citizens, whether they choose post-secondary education or employment after graduation. Morse High School’s students will think critically, collaborate and communicate effectively, create innovatively, solve problems efficiently and incorporate used technology to enrich their lives.

**Student Learner Outcomes (SLOs)**

Our Student Learner Outcomes (SLOs) were created with the input of staff, parents, and students. These SLOs were created with our overall achievement goals for our students in mind. Our SLOs state that staff and students will:

**TIGERS!**

T: Think critically and communicate thoughtfully.

I: Innovative, collaborate, and create through use of technology.

G: Grow scholastically through rigorous and relevant standards-based curriculum.

E: Exhibit skills necessary for continued independent learning.

R: Respect and promote cultural diversity through positive relationships.

S: Strive to become globally and locally engaged and responsible citizens.
## Where to Go for Answers

### Key Staff/Departments

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Dr. Cynthia Larkin</td>
<td>2779</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Dr. Michelle Shin</td>
<td>2761</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Ms. Tara McGuigan</td>
<td>2877</td>
</tr>
<tr>
<td>Head Counselor</td>
<td>Ms. Beverly Ward</td>
<td>2714</td>
</tr>
<tr>
<td>Counselors</td>
<td>Ms. Kristin Flint</td>
<td>2717</td>
</tr>
<tr>
<td></td>
<td>Ms. Mahina Mullaney</td>
<td>2720</td>
</tr>
<tr>
<td></td>
<td>Mr. Warren Wegener</td>
<td>2716</td>
</tr>
<tr>
<td></td>
<td>Mr. Jaime Chavez</td>
<td>2111</td>
</tr>
<tr>
<td></td>
<td>Ms. Carmen Sosa</td>
<td>2812</td>
</tr>
<tr>
<td>ASB</td>
<td>Mr. Joseph Duffy</td>
<td>2004</td>
</tr>
<tr>
<td>Community Assistant II</td>
<td>Ms. Joyce Orona</td>
<td>2702</td>
</tr>
<tr>
<td>Finance Clerk</td>
<td>Ms. Sonia Valdez</td>
<td>2062</td>
</tr>
<tr>
<td>Nurse</td>
<td>Ms. Kathy Tscherch</td>
<td>2718</td>
</tr>
<tr>
<td>Registrar</td>
<td>Ms. Kathy Talmadge</td>
<td>2465</td>
</tr>
<tr>
<td>Senior Class Advisor</td>
<td>Ms. Christine Kiyama</td>
<td>3034</td>
</tr>
</tbody>
</table>
## Where to Go for Answers

<table>
<thead>
<tr>
<th>INFORMATION</th>
<th>LOCATION</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences/Blue Slips</td>
<td>Attendance Office (B103)</td>
<td>2040 / 2084</td>
</tr>
<tr>
<td>Associated Student Body (ASB) Card</td>
<td>Finance Office</td>
<td>2062</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletic Director/Team Coaches</td>
<td>2955</td>
</tr>
<tr>
<td>Career Information</td>
<td>Counselors</td>
<td></td>
</tr>
<tr>
<td>Club Information</td>
<td>ASB Office (B102)</td>
<td>2004</td>
</tr>
<tr>
<td>First Aid</td>
<td>Nurse's Office</td>
<td>2718</td>
</tr>
<tr>
<td>ID Cards</td>
<td>Finance Office/Main Office</td>
<td>2701 / 2062</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>Library</td>
<td>2227</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Main Office</td>
<td>2701</td>
</tr>
<tr>
<td>Student Store</td>
<td>ASB Office (B102)</td>
<td>2004</td>
</tr>
<tr>
<td>Textbooks (Issued &amp; Lost)</td>
<td>Library</td>
<td>2227</td>
</tr>
<tr>
<td>Tickets to Events</td>
<td>Finance Office</td>
<td>2062</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Registrar's Office (401)</td>
<td>2465</td>
</tr>
<tr>
<td>Work Permits</td>
<td>Registrar's Office (401)</td>
<td>2465</td>
</tr>
</tbody>
</table>
School Administration

**Dr. Cynthia Larkin**  
School Principal  
(619) 262-0763 Ext. 2779  
clarkin@sandi.net

**(A-L) Tara McGuigan**  
Vice Principal  
(619) 262-0763 Ext. 2877  
tmcguigan@sandi.net

**(M-Z) Dr. Michelle Shin**  
Vice Principal  
(619) 262-0763 Ext. 2761  
mshin@sandi.net
Counseling Department

For all schedule changes/concerns, students and families MUST contact their assigned school counselor.

**Beverly Ward**  
Head Counselor (A-Da)  
(619) 262-0763 Ext. 2714  
bward@sandi.net

**Mahina Mullaney**  
Counselor (De-La)  
(619) 262-0763 Ext. 2720  
mumanley@sandi.net

**Kristin Flint**  
Counselor (Le-P)  
(619) 262-0763 Ext. 2717  
kflint@sandi.net

**Warren Wegener**  
Counselor (Q-Z)  
(619) 262-0763 Ext. 2716  
wwegener@sandi.net

**Jamie Chavez**  
Counselor (A-L)  
(619) 262-0763 Ext. 2111  
jchavez@sandi.net

**Gaby Sosa**  
Counselor (M-Z)  
(619) 262-0763 Ext. 2812  
csosa@sandi.net
## 2018-2019
### DAILY BELL SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>BEGINS</th>
<th>ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:25 a.m.</td>
<td>8:23 a.m.</td>
</tr>
<tr>
<td>NUTRITION BREAK</td>
<td>8:23 a.m.</td>
<td>8:33 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>8:33 a.m.</td>
<td>9:31 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>9:36 a.m.</td>
<td>10:34 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>10:39 a.m.</td>
<td>11:37 a.m.</td>
</tr>
<tr>
<td>LUNCH</td>
<td>11:42 a.m.</td>
<td>12:12 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>12:17 p.m.</td>
<td>1:15 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>1:20 p.m.</td>
<td>2:18 p.m.</td>
</tr>
</tbody>
</table>

## 2018-2019
### ADVISORY BELL SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>BEGINS</th>
<th>ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:25 a.m.</td>
<td>8:19 a.m.</td>
</tr>
<tr>
<td>NUTRITION BREAK</td>
<td>8:19 a.m.</td>
<td>8:28 a.m.</td>
</tr>
<tr>
<td>ADVISORY PERIOD</td>
<td>8:28 a.m.</td>
<td>8:48 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>8:53 a.m.</td>
<td>9:47 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>9:52 a.m.</td>
<td>10:46 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>10:51 a.m.</td>
<td>11:45 a.m.</td>
</tr>
<tr>
<td>LUNCH</td>
<td>11:50 a.m.</td>
<td>12:20 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>12:25 p.m.</td>
<td>1:19 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>1:24 p.m.</td>
<td>2:18 p.m.</td>
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### Minimum Day Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:25 a.m.</td>
<td>8:05 a.m.</td>
</tr>
<tr>
<td>NUTRITION BREAK</td>
<td>8:05 a.m.</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>8:15 a.m.</td>
<td>8:55 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>9:00 a.m.</td>
<td>9:40 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>9:45 a.m.</td>
<td>10:25 a.m.</td>
</tr>
<tr>
<td>LUNCH</td>
<td>10:30 a.m.</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>5</td>
<td>11:05 a.m.</td>
<td>11:45 a.m.</td>
</tr>
<tr>
<td>6</td>
<td>11:50 a.m.</td>
<td>12:30 p.m.</td>
</tr>
</tbody>
</table>

### Minimum Days

- Sep 12, 2018
- Sep 26, 2018
- Oct 10, 2018
- Oct 24, 2018
- Nov 14, 2018
- Dec 19, 2018
- Jan 16, 2019
- Jan 23, 2019 FINALS
- Jan 24, 2019 FINALS
- Jan 25, 2019 FINALS
- Feb 6, 2019
- Feb 20, 2019
- Mar 6, 2019
- Mar 20, 2019
- Apr 10, 2019
- Apr 24, 2019
- May 8, 2019
- May 22, 2019
- Jun 7, 2019 FINALS
- Jun 10, 2019 FINALS
- Jun 11, 2019 FINALS
FINAL EXAMS DAY BELL SCHEDULE

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>BEGINS</th>
<th>ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 3, 5</td>
<td>7:25 a.m.</td>
<td>9:34 a.m.</td>
</tr>
<tr>
<td>NUTRITION BREAK</td>
<td>9:34 a.m.</td>
<td>9:44 a.m.</td>
</tr>
<tr>
<td>2, 4, 6</td>
<td>9:44 a.m.</td>
<td>11:52 a.m.</td>
</tr>
<tr>
<td>LUNCH</td>
<td>11:52 a.m.</td>
<td>12:22 p.m.</td>
</tr>
</tbody>
</table>

FINAL DAYS

SEMESTER ONE FINALS: JANUARY 23rd, 24th, 25th 2019

SEMESTER TWO FINALS: JUNE 7th, 10th, 11th 2019
### Weekly Schedule - Semester 1

<table>
<thead>
<tr>
<th>Week of:</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 27 – 31</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Sep 3 – 7</td>
<td>H</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Sep 10 – 14</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Sep 17 – 21</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Sep 24 – 28</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Oct 1 – 5</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Oct 8 – 12</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R, G</td>
</tr>
<tr>
<td>Oct 15 – 19</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Oct 22 – 26</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Oct 29 – Nov 2</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Nov 5 – 9</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Nov 12 – 16</td>
<td>H</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
</tbody>
</table>

**Thanksgiving Break Nov 19–23 NO SCHOOL IN SESSION**

| Nov 26 – Nov 30 | R   | A   | R   | A   | R, G |
| Dec 3 – 7       | R   | A   | R   | A   | R   |
| Dec 10 – 14     | R   | A   | R   | A   | R   |
| Dec 17–21       | R   | A   | M   | A   | R   |

**Winter Break Dec 24 – Jan 4 NO SCHOOL IN SESSION**

| Jan 7 – 11     | R   | A   | R   | A   | R   |
| Jan 14 – 18    | R   | A   | M   | A   | R   |

<table>
<thead>
<tr>
<th>A</th>
<th>Advisory Day Schedule</th>
<th>School Ends at 2:18</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Finals Day Schedule</td>
<td>School Ends at 12:22 p.m.</td>
</tr>
<tr>
<td>G</td>
<td>Grading Period Ends</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Holiday (No School)</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Last Day of Semester</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Modified Wednesday Schedule</td>
<td>School Ends at 12:30 p.m.</td>
</tr>
<tr>
<td>R</td>
<td>Regular Day Schedule</td>
<td>School Ends at 2:18</td>
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</table>
## Weekly Schedule - Semester 2

<table>
<thead>
<tr>
<th>Week of</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 28 – Feb 1</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Feb 4 – 8</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Feb 11 – 15</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>H</td>
</tr>
<tr>
<td>Feb 18 – 22</td>
<td>H</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Feb 25 – Mar 1</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Mar 4 – 8</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Mar 11 – 15</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Mar 18 – 22</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Spring Break Mar 25 – 29 NO SCHOOL IN SESSION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 1 – 5</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Apr 8 – 12</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Apr 15 – 19</td>
<td>R</td>
<td>A</td>
<td>R</td>
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<tr>
<td>Apr 22 – 26</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
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<tr>
<td>Apr 29 – May 3</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>May 6 – 10</td>
<td>R</td>
<td>A</td>
<td>M</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>May 13 – 17</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>May 20 – 24</td>
<td>R</td>
<td>R</td>
<td>M</td>
<td>R</td>
<td>H</td>
</tr>
<tr>
<td>May 27 – May 31</td>
<td>H</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
</tr>
<tr>
<td>Jun 3 – 7</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>R</td>
<td>F, E</td>
</tr>
<tr>
<td>Jun 10 – 11</td>
<td>F, M</td>
<td>F, M, G, L</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A** Advisory Day Schedule

**F** Finals Day Schedule

**G** Grading Period Ends

**H** Holiday (No School)

**L** Last Day of Semester

**M** Modified Wednesday Schedule

**R** Regular Day Schedule

**School Ends at 2:18**

**School Ends at 12:22 p.m.**

**School Ends at 12:30 p.m.**
## Progress/Report Card Schedule

<table>
<thead>
<tr>
<th>Term</th>
<th>Grading Period Begins</th>
<th>Grading Period Ends</th>
<th>Grades Distributed to Students</th>
<th>Students Become Eligible or Ineligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1 Progress Report 1</td>
<td>8/27/18</td>
<td>10/12/18</td>
<td>Friday 10/19/18</td>
<td>10/22/18</td>
</tr>
<tr>
<td>Semester 1 Progress Report 2</td>
<td>10/15/18</td>
<td>11/30/18</td>
<td>Friday 12/7/18</td>
<td>12/18/18</td>
</tr>
<tr>
<td>Semester 1</td>
<td>12/3/18</td>
<td>1/25/19</td>
<td>Mailed home</td>
<td>2/4/19</td>
</tr>
<tr>
<td>Semester 2 Progress Report 3</td>
<td>1/28/19</td>
<td>3/15/19</td>
<td>Friday 3/22/19</td>
<td>3/25/19</td>
</tr>
<tr>
<td>Semester 2 Progress Report 4</td>
<td>3/18/19</td>
<td>5/3/19</td>
<td>Friday 5/10/19</td>
<td>5/13/19</td>
</tr>
<tr>
<td>Semester 2</td>
<td>5/6/19</td>
<td>6/11/19</td>
<td>Mailed home</td>
<td>Fall 2019</td>
</tr>
</tbody>
</table>
Anti-Bullying, Harassment, Intimidation Statement

In our commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, Morse High School will not tolerate any student or staff member being bullied (including cyberbullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above (SDUSD Admin Procedure 6381).

Bullying
Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. It is any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students, directed towards one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student(s) in fear of harm to that student’s or students’ person or property.
- Causing a student to experience a substantially detrimental effect on his/her physical or mental health, academic performance, ability to participate or benefit from the services, activities, or privileges provided by a school.

Cyberbullying
The district defines cyberbullying as the intentional or reasonably perceived mistreatment of others through the use of technology, such as computers, cell phones, and other electronic devices. It includes, but is not limited to:

- Sending mean, hurtful, or threatening messages or images about another person.
- Posting sensitive, private information about another person for the purpose of hurting or embarrassing the person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.
Hazing
Is any form (including initiations) which is degrading and strictly forbidden by California State Law. No student shall conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or other person. Persons violating this policy shall be subject to school discipline, misdemeanor penalties and forfeiture of entitlements.

Harassment
Harassment is governed by state laws and is generally defined as a course of conduct which annoys, threatens, intimidates, or puts a person in fear of their safety. It is unwanted, unwelcomed, and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Additionally, it is:

➢ Physical, verbal, nonverbal, or written conduct that affects a student’s ability to participate in or benefit from an educational program or activity,
➢ Creating an intimidating, threatening, hostile or offensive educational environment.
➢ Vulgar letters, notes, posters, symbols, or other writings offensive to students of a specific race, ethnicity, sexual orientation, religion or gender.
➢ Having the purpose or effect of interfering with a student’s academic performance or educational opportunities.
➢ Force or threat of force through outright actions or intimidation.
➢ Negative comments or behavior based on race, ethnicity, sexual orientation, religion or gender.

San Diego Unified School District recognizes that harassment on the basis of sex is a violation of Federal and State employment discrimination laws as well as District Policy and Administrative Procedures. The District maintains all students should be free from sexual harassment, and will not tolerate such conduct on the part of any individual. Students and staff should report any sexual harassment to the principal, vice-principal, counselor or teacher.
**Reporting Incidents of Bullying, Harassment, and Intimidation**

We encourage students, parents/guardians to immediately report any incidents of bullying to Morse High School’s administration or staff member. Please do so in person, phone, or email. Incidents of bullying can also be reported using SDUSD’s Online Bullying Reporting Form. This online form can be used by San Diego Unified students to report being bullied or by someone witnessing a student being bullied.

Use this link: [https://www.sandiegounified.org/forms/online-bullying-reporting-form](https://www.sandiegounified.org/forms/online-bullying-reporting-form). When filling out the form, provide as much information as possible. An investigation will begin within five (5) working days.

This form may be submitted anonymously. Once submitted, it will be forwarded to the site principal and the Office of Youth Advocacy. If you do not want the form to go to the principal, contact the Office of Quality Assurance at qualityassurance@sandi.net or (619) 725-7211 to report bullying. Do not complete the form.

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**The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the [Name of school (“School”)] receives a request for access.
   a. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
a. Parents or eligible students who wish to ask the [School] to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   b. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

**Expected Student Behaviors**

We, at Morse, believe everyone deserves a safe, supportive, and orderly learning environment. We believe students CAN succeed in making responsible and effective choices in order to reach their academic potential and positively contribute to the school community and beyond. MHS students should strive to abide by the following behavioral expectations:

**I will show RESPECT for…**

<table>
<thead>
<tr>
<th>MYSELF by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Attending school regularly and having materials needed for my classes.</td>
</tr>
<tr>
<td>❑ Remaining on school grounds unless I have permission to leave school.</td>
</tr>
<tr>
<td>❑ Following the rules and directions of staff members.</td>
</tr>
<tr>
<td>❑ Doing my schoolwork and homework regularly.</td>
</tr>
<tr>
<td>❑ Practicing positive behavior choices.</td>
</tr>
<tr>
<td>❑ Learning from consequences of my behavior.</td>
</tr>
<tr>
<td>❑ Choosing not to bring tobacco, alcohol, other drugs, or weapons to school.</td>
</tr>
<tr>
<td>❑ Dressing in a way that is appropriate for the learning environment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHERS by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Being understanding of others feelings.</td>
</tr>
<tr>
<td>❑ Working with others in positive ways.</td>
</tr>
<tr>
<td>❑ Using positive words with others (no put downs).</td>
</tr>
<tr>
<td>❑ Using a respectful and considerate voice when I am speaking to others.</td>
</tr>
<tr>
<td>❑ Refraining from using profanity in school.</td>
</tr>
<tr>
<td>❑ Treating others like I want to be treated.</td>
</tr>
<tr>
<td>❑ Not bullying or threatening others.</td>
</tr>
<tr>
<td>❑ Being honest by telling the truth, and admitting to things I have done.</td>
</tr>
<tr>
<td>❑ Keeping my hands to myself.</td>
</tr>
<tr>
<td>❑ Working together as students and with staff to manage negative behaviors and emotions.</td>
</tr>
</tbody>
</table>
I will show *RESPECT* for…

**LEARNING by:**
- Coming to school prepared to work.
- Arriving to all classes on time.
- Following school rules and staff directions.
- Keeping focused on my work.
- Actively participating in class activities and discussions.
- Communicating with my teachers when struggling with a concept or assignment.
- Completing my own schoolwork and homework.
- Keeping my eyes on my own paper when taking quizzes and tests.

**PROPERTY by:**
- respecting MHS’ property and not vandalizing school property.
- Not bringing lighters, weapons, toys, fireworks, alcohol/tobacco/other drugs, medicine not prescribed for me, etc.
- Following rules about safety:
  - *Refraining from touching/pulling a fire alarm unless there is an emergency.*
  - *Refraining from making threats about bombs or blowing something up.*
  - *Using PE and all other equipment in a safe manner.*
- Keeping cell phones off and out of sight during class time except with permission from school staff.

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**Campus Visits**

**When Visiting the Campus**
- Sign-in at the main office.
- Pick up a visitor/guest badge and wear it at all times while on campus during school hours.
- Main office staff will direct you to where you need to go.
- Students from other schools are not permitted on campus.

**Reminders about Campus Visits**
- School tours for prospective students must be pre-arranged with our Parent Liaison Coordinator.
- Parent/Guardian classroom visits are welcome any time after checking in at the MHS Office.
- Classroom visits are not time for conferences with the students and/or teacher.
- Visitors and guests may not confront another student and/or staff member about a concern without the supervision of a school official.
- Food, flowers, or balloons may not be delivered to students by outside vendors.
Closed Campus

- Based on the adopted Board of Education “Closed Campus” Policy, students are to remain on campus throughout the day once they arrive. STUDENTS MAY NOT LEAVE CAMPUS DURING LUNCH OR AT ANY OTHER TIME without prior notification from a parent/guardian to the Attendance Office.
- **No outside food (including UberEats), flowers, or balloons may be delivered to students.** Delivery items will be refused at the front gate. Students may not go to their cars during **school hours.** Doing so may result in disciplinary actions.
- ALL visitors, including parents, must check in at the main gate, sign-in and obtain a name badge before visiting any location on campus. Students from other schools are not permitted on campus.
- Police Officers enforce the Daytime Curfew Ordinance by routinely stopping students on the street during school hours. Any student who does not have an Excuse from Class (blue slip) in their possession is returned to campus by police and will be considered truant and subject to disciplinary action.

### Ideas for Helping Your Student Succeed

Parents/Guardians can do their part to help support their student with his/her homework by:

- Understanding that the school expects homework to be completed and returned.
- Reserving uninterrupted time for homework by turning off the television, radio, phone, video games, etc.
- Providing their student with suitable study conditions (desk or table, lights, books, and supplies).
- Showing interest in what your student is doing, but not doing the work for him/her.
- If in doubt, call or email your student’s teacher(s) to clarify what the instructor expects regarding homework.
- Contact school for tutorial hours offered to help support your child’s success.
- Use parent portal to connect with your child's grades and teachers.
Make a copy or request an additional copy of the teacher’s syllabus that outline the expectations of their classroom policies and procedures.

Encourage your child to use the MHS Agenda to record assignments, test dates, school events and any other relevant deadlines related to school activities.

Use the Morse High School website to keep you informed of MHS activities.

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**Attendance**

It is imperative that all students attend school each and every day. Students and parents/guardians are encouraged to clear any absences and tardies immediately to avoid Saturday School/CASSAS, being on the LOP, and not being able to participate in extracurricular activities. Therefore, it is important to understand what constitutes “excused” and “unexcused” absences/tardies.

**IMPORTANT:** Parents/guardians are advised to immediately clear ALL legitimate, excused absences/tardies with MHS’ attendance clerks. We encourage parents/guardians and students to regularly check Student/Parent Portal to ensure accurate attendance reporting. Parents/guardians will have **FOUR WEEKS** to clear any unexcused absence or unexcused tardy from the date of the occurrence. If parents/guardians **DO NOT** clear any unexcused absence or tardy within the **FOUR-WEEK** time frame, the unexcused absence/unexcused tardy WILL remain on the student’s record until the student clears his/her attendance through IRT or CASSAS.**

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**Excused Absences**

- **Illness**
  - Medical, Dental, or Chiropractic appointments
  - Lice, under a doctor’s care
  - Medical quarantine and hospitalization

**NOTE:** Illness **does not include a student being overtired, depressed, or fatigued. And an “illness” does not extend to a parent or sibling’s illness.**
❑ **Justifiable Personal Reasons**
  o Death in the Family
  o Court Appearances
  o Religious Observances (holidays, ceremonies, retreats)
  o Family emergency (*student’s absence is requested in writing by the parent/guardian and approved by principal or vice principal*)
  o School-initiated absences, including suspensions
  o Juvenile Hall (*because students are confined*)Student is absent pending exemption or placement

**Unexcused Absences**
- Absences for reasons other than those listed above or non-approved personal emergency are unexcused.
  - A non-approved personal emergency is a situation that school administration find could have been handled in some other manner, even though approved by the parent or guardian.

**Tardies/Truancy**
School begins each morning promptly at 7:25 a.m. When the bell rings, students are expected to be in their classes and ready for instruction. **Any student not in their ASSIGNED CLASS at the time of the bell is considered tardy.** Whether or not parents call to explain late arrivals, students who are tardy to any class period are subject to consequences from their teacher, including after school or lunch detention, lowered citizenship grade, and a refusal to accept homework or other assignments. Additionally, excessive tardies may result in placement on the “Loss of Privilege” list.

❑ **Excused Tardies:**
  o Medical, dental, or chiropractic appointments
    - Should tardiness due to medical reasons become excessive, you will be referred to our school nurse in order to clear any further tardies.

❑ **Unexcused Tardies:**
  o Tardies for reasons other than those listed above or non-approved personal emergency are unexcused.
A non-approved personal emergency is a situation that school administration find could have been handled in some other manner, even though approved by the parent or guardian.

**NOTE:** If a student has been marked absent or tardy from a class in error, the student is responsible for having the teacher make the correction. The teacher will notify the attendance office of the change by submitting the district approved form (pink slip). If you receive a call that your child was absent, and you believe it to be an error, please check the student’s Parent Portal account to see which teacher has marked him/her absent.

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### Student Early Release from Campus (Blue Slips)

**Blue Slips will be given for medical, dental, chiropractic, and court appointments, funerals, or extreme family emergencies and must be obtained from the Attendance Office BEFORE leaving campus.** The parent or guardian must:

- Notify the Attendance Office, in advance of the early release by way of a phone call or a signed note that explicitly states the reason for the early release. Parents may also sign their student out in person, by coming into the main office and speaking with the Attendance Clerk.

- Students are to remain in class until the blue slip is delivered to them or they are excused by an office staff member. Students may not leave campus without the blue slip and will only be released to contacts listed on the student’s Registration Card. Parents/guardians will be required to show an ID when signing their students out of school early.

When sending a note for an early release, parents MUST include ALL of the following information:

- Student’s legal First and Last Name
- Student’s date of birth
- Reason for the early release
- Time to be released
- Parent/Guardian Phone number
- Signature of Parent/Guardian
Early release notes that are forged or questionable will be given to the Administration for approval or discipline.

If a student becomes ill during the school day, they must obtain a pass to the nurse’s office for evaluation. They should not phone or text their parents for an early release blue slip. Students who do so will be asked to return to class or sent to the nurse’s office.

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**PowerSchool (Student/Parent Portal)**

**PowerSchool's Parent/Student Portal** provides parents and students access to their grades, attendance, assignments, and more. We encourage ALL parents to sign up for Parent Portal in order to stay informed about their child’s academic progress and attendance. Students and Parents who already have an account can access Parent Portal at [https://powerschool.sandi.net/public/](https://powerschool.sandi.net/public/). Parents who do not have access to Parent Portal can contact Joyce Orona for assistance with creating a Parent Portal account. She can be reached at jorona@sandi.net or 619-262-0763 Ext. 2702.

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**Independent Study Contract (ISC)**

The Independent Study Contract allows students to complete academic requirements during a pre-approved short-term absence from the school. An ISC may be granted to students who are going to miss 5-20 days of school. Contract language follows strict guidelines taken directly from the California Department of Education in order for the student to receive appropriate attendance and scholastic credit. Assignments completed and submitted by date indicated on the ISC will earn academic and attendance credit. The teacher reviews, grades, and records the student’s grade, which may positively or negatively impact student’s overall grade in the course. All parties agree that failure to complete this contract may result in the lowering of the student’s academic grade and will require evaluation of whether or not student may participate in a future Independent Study Contract. When requesting an ISC, we ask that you submit your request for approval 3-5 days prior to the start of the contract. All students are required to complete and sign the contract prior to the beginning of the contract. For additional questions regarding an ISC, please contact Morse Attendance.
Make-Up Work

Students are responsible for making up missed assignments after being absent. It is the student’s responsibility to inquire about missed homework/assignments. He/she should meet with the teacher once returning from the absence or send an email to the teacher to inquire about missed work. For every day a student has an EXCUSED absence, he/she will be allotted one extra day to turn the assignments in. Work missed during a confirmed truancy or unexcused/unverified absence may not be made up.

Instructional Recovery Time (IRT)

Clearing Absences and Tardies

Making up for lost instructional time is critical to a student’s academic success. Therefore, students are expected to clear ALL unexcused/unverified absences and tardies. Students are first advised to check PowerSchool and have their parent/guardian clear all legitimate, excused absences/tardies with the attendance clerk. If a parent/guardian does not clear a student’s absence within the FOUR WEEK time frame, students can clear their absences through one of the methods listed below:

1. CASSAS (formerly known as Saturday School) to recover/clear FULL DAY* absences.
   CASSAS is an additional instructional day program that offers academic support in various core subject areas to help student reach their academic goals. Students will be summoned and a school message will be sent out to encourage students to attend CASSAS. A meal is provided during break and students need to report no later than 7:50 a.m. to Morse. GATES close at 8:05 a.m. and will not be opened until end of CASSAS at 12 p.m.
   a. IMPORTANT: ONLY ONE FULL DAY ABSENCE can be cleared through the CASSAS program.

2. To clear UNEXCUSED/UNVERIFIED PERIOD ABSENCES*, students may do the following:
   a. Attend ONE 60-minute session of Instructional Recovery Time (IRT) tutoring with the designated teacher on record that oversees IRT. See the Main Office, Counseling or
Flyers posted in classrooms, to identify room location and days IRT is offered at MHS.

b. Have a parent/guardian contact attendance to clear unexcused absences that should have been excused.

c. Attend CASSAS.

3. To clear **UNEXCUSED/UNVERIFIED TARDIES**, students may do one of the following:

   a. Attend one 15-minute session after school IRT (Instructional Recovery Time) with the designated teacher on record that oversees IRT.

   b. A student can attend 60-minute session of IRT to clear up to four unexcused/unverified tardies.

   *FULL DAY Absences*: Student is absent ALL SIX periods.

   *PERIOD Absence*: Student is NOT absent ALL SIX periods. The student may have missed class period, example 3rd or 5th Period.

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**Core Academy Supporting Student Achievement Success**

**CASSAS**

CASSAS is a component of the IRT (Instructional Recovery Time). It operates from September through June on selected Saturdays from 7:55 a.m. till 12 p.m. Students may be assigned CASSAS for excessive absences and tardies but it is ultimately the STUDENT’S responsibility to attend and keep track of their own attendance records. **Each CASSAS clears one full-day of absences and a combination of five period absences and tardies.** Once all full-day absences and period absences have been cleared, then tardies will then be cleared. Seniors must have no more than 12 absences, tardies, and/or truancies in order to participate in senior activities including but not limited to dances, commencement, and prom, in accordance with the senior contract. Underclassmen who would like to participate in school events like dances or would like to be guests of seniors at the prom must follow the same attendance expectations. Students are encouraged to be proactive in clearing their record before receiving notices and/or calls from the school. **The dates for CASSAS are posted on MHS’ Master Calendar, located on our school’s website.**
INSTRUCTIONS
1. CASSAS is held from 8:00 a.m. - 12:00 a.m.
2. Students must sign up for CASSAS on the MHS website under the Student Life Tab.
3. Students should report to the auditorium at 7:55 a.m. to sign in WITH THEIR ID’s.
4. Students are required to bring enough academic work if they select four hours of tutorial support. Students should also bring a book to read should if they finish their academic work early.
5. A ten-minute break is given during CASSAS where a snack is provided.
6. If students leave at any time during the session or asked to leave by a staff member, the student will not receive credit for attending CASSAS.

Academic Requirements and Information

Students must complete 44 semester credits, as specified below and receive a 2.0 grade point average in order to receive an Option 1 Diploma from Morse High School. Students are expected to meet the California State Standards in English, mathematics, science, history/social science, visual and practical arts, and physical education.

English (8 semester credits)
Courses required include:
- 9th Grade English or advanced alternative (2 semester credits)
- 10th Grade English or advanced alternative (2 semester credits)
- 11th/12th Grade English or advanced alternative (4 semester credits including 1 semester of American Literature and 3 semesters of English courses from a prescribed list)
- English Language Development (ELD) 1, 2, 3 and 4 may not be used to fulfill English requirements; but ESL 5 and 6 may be used for 2 of the 8 credits

Mathematics (6 semester credits)
Courses required include:
- Integrated Math I (2 semester credits)
- Integrated Math II (2 semester credits)
- Integrated Math III (2 semester credits)
Science (6 semester credits)
Courses required include:
- Life Science (2 semester credits) – Biology
- Physical Science (2 semester credits) – Chemistry and Physics
- Third year of Science (2 semester credits) – Any UC-approved science coursework within the ‘d’ (laboratory science) or ‘g’ (elective) subject areas.

Social Studies (6 semester credits)
Courses required include:
- World History and Geography in grades 9 or 10 (2 semester credits)
- U.S. History and Geography or advanced alternative in grade 11 (2 semester credits)
- Government and Economics or advanced alternative in grade 12 (2 semester credits)

Visual and Performing Arts
- Approved courses such as art and music (2 semester credits)

World Language
- A World Language other than English (4 semester credits)

Physical Education
- 9th Grade PE (2 semester credits)
- 10th Grade PE (2 semester credits)

Electives
- Additional credits needed to complete the 44 required semester credits may be earned by completing additional courses in subject areas specified above and/or elective courses

College-Prep Electives
- Chosen from the following: Visual and Performing Arts, History/Social Science, English, Advanced Mathematics, Laboratory Science, and a third year of a World Language other than English (a third year the language used for the “E” requirement, or 2 years of another language is recommended for the UC system)
Class and Schedule Changes

All students are scheduled for a regular six-period instructional day with an advisory period twice a week. Students have the opportunity to review their 2018-2019 schedule prior to the beginning of the school year. Legitimate schedule changes may only take place during a limited window each semester by contacting the student’s alpha counselor. Legitimate reasons considered for a class change are: an open period in schedule, two classes the same period, a duplicate class, a class completed during summer school, or athletics.

Tutoring

Students must stay on top of your academics. Seek help when you need it. Tutoring with core teachers is available. Ask teachers for a current tutoring schedule. Tutoring is also available on certain days in the Innovation Center/Library.

Weighted-Grade Policy

The official, cumulative GPA used for all purposes is the cumulative GPA on your transcript. Advanced Placement (AP) and Honors classes are the only District Recognized Weighted Credit Courses authorized to receive District Weighted Grade Points. Students must earn a “C” or higher.

Academic Honors and Awards

Academic Distinction
A Morse High Diploma with academic distinction, students must meet all of the following criteria:
- Must be a full time student (four courses) in the fall semester of senior year
- Must have a cumulative weighted grade point average (WGPA) of 3.5 or higher in grades 10-12 (12 week progress report of second semester senior year)
- Must earn “A” or “B” grades in 14 core courses in grades 10-12 (12 week progress report of second semester senior year). 4 of these courses must be in senior year.
- Must have taken 3 years of a Lab Science in grades 9-12
- Must have taken 2 years of a World Language
Principal’s Award
Cumulative weighted GPA of 4.0 in grades 10-12. Students wear a white gown with the Principal’s Award Medallion and ribbon, and receive a Principal’s Award Certificate.

California Scholarship Federation (CSF)
CSF is a statewide high school honor society. Eligibility is dependent on grades. A total of 10 points is required (3 As, 1 B). Physical Education grades are not included. 7 points must be from academic subjects. Membership is not automatic; students must apply for membership and renew it each semester. Listen to the school bulletin for CSF announcements.

Valedictorian and Salutatorian
Weighted grade point average (WGPA) from grades 10 through the first semester of the senior year. The student with the highest WGPA is the valedictorian. The student with the second highest WGPA is the salutatorian. Students wear a white gown with Valedictorian/Salutatorian Medallion and Ribbon.

Citizenship for Seniors
Seniors must maintain a 2.0 citizenship and 2.0 GPA during their senior year in order to participate in senior activities and graduation. Seniors must also have less than 9 period

STUDENTS WHO DO NOT MEET ALL OF THE REQUIREMENTS WILL NOT PARTICIPATE IN SENIOR ACTIVITIES, INCLUDING THE GRADUATION CEREMONY.
Loss of Privilege (LOP)

The “Loss of Privilege” list (or LOP) is published at the end of each grading period. Students are placed on it for one or more of the following reasons:

1. **GRADES** –  
   - Student earned below a 2.0 GPA in scholarship and/or citizenship from previous grading period
2. **BEHAVIOR** –  
   - Student earned a formal suspension in the current grading period
3. **ATTENDANCE** –  
   - Student has a cumulative combination of 12 or more unexcused/unverified period absences and/or tardies per grading period.

**Time Duration**

A student’s duration on the LOP depends on the reason he/she is originally placed on the list:

1. **GRADES** – for the **ENTIRE 6-WEEK** grading period (scholarship and citizenship)
2. **BEHAVIOR** – for **SIX WEEKS FROM** the date of the incident.
3. **ATTENDANCE** – until the record reflects **LESS THAN** a cumulative combination of 12 or more period absences/tardies for the 2018-2019 school year.

**NOTE:** See section on “Instructional Recovery Time” for more information on ways to clear attendance.

**Consequences**

Any student on the LOP may not participate in extra-curricular school activities such as athletic/cheerleading events (not to include practices); drama performances; dances; school club activities (not to include meetings); non-instructional field trips; etc.
Athletes
Athletes who are on the LOP list are considered ineligible due to GRADES and may NOT compete/perform in games for the ENTIRE grading period. Those on the LOP may attend and participate in practice ONLY.

Senior Contracts
Senior activities are a privilege and all seniors may attend. However, senior students at Morse High School must accept and abide by all school rules and regulations. Any student who is found on LOP list or found to be engaged in inappropriate and/or illegal behavior at a school-sponsored event; may be prohibited from participating in the Graduation Ceremony and other Senior activities. The Senior Contract will be distributed in their packet during orientation; seniors and their parents must sign and return it to the front office.

Suspension
If a student's behavior is a threat to the safety, health or emotional wellbeing of others, and previous methods of prevention and intervention have not been successful, that student will be suspended in accordance with district policy (SDUSD AP 6290) and California Education Code (Section 48900).

Reasons for Suspension
State law allows for the suspension of a student if a school investigation shows the student - while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity - has engaged in any of the following acts:

- Assault/Battery
- Weapons
- Alcohol/Intoxicants/Controlled Substances
- Substance in Lieu of Alcohol/Intoxicants/Controlled Substances
- Drug Paraphernalia
- Tobacco or Nicotine Products
- Robbery and Extortion
The following excerpts from the California Education Code will acquaint parents/guardians and students with important school laws:

1. **Duties of Pupils - Section 16051**
   All pupils shall comply with the regulations, pursue the course of study, and submit to the staff's authority.

2. **Liability for School Property - Section 16074**
   Any pupil who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to the school district, is liable for all damages. The parent or guardian of the pupil shall be liable to the school district for all property belonging to the school district lent to the pupil and not returned in good condition upon demand of an authorized employee.

3. **Grounds for Suspension or Expulsion - Section 48900**
   The right to suspend or expel students is detailed in the California Education Code. School rules, in accordance with Statutes of the State of California, provide suspension or expulsion for the following:
   - Causing, attempting to cause, or threatening to cause injury to another person.
   - Possessing, selling, or otherwise furnishing to others any firearms, knives, explosives, or other dangerous objects.
   - Possessing, using, having consumed, or being under the influence of alcohol, narcotics, dangerous drugs or other controlled substances or intoxicants of any kind.
   - Transferring, selling, distributing, offering, arranging, or negotiating to sell, or possessing quantities sufficient to suggest intent to provide, give, or sell to other
students, substances which are purported to be drugs, alcohol or other controlled substances.

- Committing or attempting to commit robbery or extortion.
- Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia.
- Causing or attempting to cause damage or theft of school property.
- Possessing or using tobacco or any products containing tobacco or nicotine on school premises.
- Commission of obscene act, or engaging in habitual profanity or vulgarity.
- Disruption of school activities or willful defiance of school authority.
- Hate behavior/violence.
- Harassment or intimidation of students or staff.

Methods of discipline may include advice and counsel, warnings, detention, in-school suspension, home suspension, rehabilitation contract, transfer to another school and expulsion from the San Diego Unified School District. The SDUSD has a district wide ZERO TOLERANCE POLICY that is given to students and parents for review and signatures each year. Questions or concerns about the policy should be directed to school board members.

For a detailed description of the policy, please refer to SDUSD Administrative Procedure #6290.

NOTE: The Drug Canine Unit may make random visits to our campus.

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**Zero Tolerance Policy**

Items brought to school and taken into the classroom should be for the purpose of enhancing the instructional process, not interrupting the process. The Zero Tolerance Policy requires suspension or expulsion for students who violate rules related to weapons, multi-tool devices, controlled substances, or violence if the offense occurs during school hours including – off-campus, and during instructional time; or while going to or from a school-sponsored activity. This policy is in conjunction with California’s Ed Code 48900, the Board of Education has approved the Zero Tolerance Policy (SDUSD AP 6295):

- Possessing, selling, or otherwise furnishing a firearm.
- Brandishing a knife at any other person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or committing a sexual battery.
- Possession of an explosive device.

Expulsion from San Diego Unified School District will result in the loss of your privileges to attend school or extracurricular activities. In addition to discipline, if you are found to have violated the law, you may be arrested and taken to a juvenile detention facility. You may be placed in an alternative school or program.

Zero Tolerance Policy is designed to make your school a safe environment and to provide an appropriate learning environment for you and other students. **There is no acceptable reason for violating these rules.**

### Fire and Disaster Drills

Fire and disaster drills are held randomly throughout the entire school year. Remember these basic rules when the warning bell sounds:
- Do not treat any alarm as a false alarm.
- Check the instructions in each classroom indicating how to leave the building or what procedure to follow.
- Move quickly and quietly to designated areas.
- Follow the directions of any and all staff members.
- When the all CLEAR Bell is rung, return to your previous class that you left in a timely manner.

No Loitering
Associated Student Body (ASB)

The ASB is comprised of every student enrolled at Morse High School. It is represented by two groups:

1. The Leadership group is comprised of the ASB President, Vice-President, Secretary; commissioners, officers per grade level and interviewed or appointed positions. All student officers must maintain a minimum 2.5 GPA in both academic and citizenship grades. Student may not have any F’s or U’s.

2. The Student Senate, representing each Period 4 class, is presided over by the ASB Vice-President.

Clubs and Organizations

Morse offers a wide variety of clubs and organizations available to all students. ALL CLUBS MUST HAVE COPIES OF THEIR CONSTITUTION AND INTENT TO FORM CLUB PAPERWORK ON FILE IN THE ASB OFFICE TO BE OFFICIAL SCHOOL CLUBS. Meeting times and locations are determined by the club advisor and communicated in the school bulletin. All sanctioned clubs and school organizations may post notices after they are approved by the ASB office. Clubs must submit activity and fundraising requests and receive approval from ASB prior to conducting the activity/fundraiser. Clubs must process all finances through the Finance Office. For more club information, stop by the ASB room B102.

ASB Cards

All Morse High students are strongly urged to purchase an ASB Card to show their support of the school’s activities program, including athletic events. Purchase of an ASB Card will save students money through discounts on the price of games, dances, student store items and other student activities. The ASB Card is a sticker that is applied to the back of your current student ID card and is non-transferable. No one can use it except the person to whom it is issued. ASB Card Stickers are sold in the Finance Office and are valid for the entire school year. Lost cards should be reported to the Finance Office.
Student Store

Located next to the Finance Office in the Borealis building, the student store is operated by the ASB and is open during lunch. Nutritious snack items, beverages, school spirit items, school supplies and other Tiger clothing items are regularly kept in supply.

School Dances

Throughout the school year, students will have an opportunity to attend a school-sponsored dance. There are three formal dances at Morse High School: Homecoming (Fall), Sadie Hawkins (Spring), and the Senior Prom (Spring). We want students to be able to attend these dances, and we want each dance to be a safe and enjoyable event for all. Students must be off the LOP list in order to be “cleared” to attend the dance. Contracts will be available a few weeks prior to each dance and further information and requirements will be outlined for students and their families. No tickets will be sold at the door and ticket sales end at lunch on the day prior to the dance (unless otherwise notified). To be admitted to a Friday night dance, students must attend all classes on the Friday of the dance.

Morse High students may bring ONE guest who must be of high school or college age (14-20 years old). Guest tickets must be purchased at the same time as the Morse student. Student and guest must check into the dance together by the stated time and present picture IDs upon entering. A guest may not check-in without their Morse escort. Once they enter, they may not leave and reenter and school rules are in effect at all times for both student and their guest.

Student Dress Guidelines

Morse High School is committed to a safe and secure campus where students can learn without fear of harassment, intimidation, or distraction. Students are required to wear clothes that are neat in appearance and appropriate for school (CA Title V, Sec. 302). Attire should protect the health and safety of the students and should not interfere with the educational process. We reserve the right to include additional articles of clothing to this list throughout the year. For the safety of all students we have established the following guidelines throughout the length of the school day:
1. In accordance with State of California regulations, students must wear footwear in school. To ensure the protection of the bottom of the feet, all footwear must have soles. House slippers (bedroom slippers) are not considered safe footwear and are not allowed in school.

2. Pajama bottoms, blankets and/or robes are not appropriate school attire and are will not be allowed in school (only exception is during MHS Spirit Week).

3. Students should be clean. Issues concerning personal hygiene will be referred to the school nurse.

4. Hats may be worn on campus but must be taken off in class if instructed; do-rags/wave or skull caps are not permitted.

5. Clothing or jewelry may not display profanity, provocative or suggestive statements, obscenities, advertising for drugs, alcohol, tobacco products, illegal activities, gambling or gang identification.

6. Spikes on bracelets, belts, rings, lips, eyebrows, earrings or necklaces are not allowed. Wallet chains are not allowed.

7. Skirts or pants that reveal undergarments or skin above or below the waist when the student sits down in the classroom are unacceptable. Shorts, skirts, dresses, etc. must be extended beyond a student’s fingertips when the student is standing up straight.

8. Sagging of the pants is prohibited. Pants must fit at the waist without requiring alteration. Underwear must not be visible.

9. Attire that includes oversized clothing such as oversized pants, oversized hanging belts, oversized shorts with long socks, or oversized overalls are not permitted.

10. Shirts that show cleavage, tummies, or bare backs violate dress code. No portion of a student’s torso should be visible.
11. No mesh tops, see-through, cut-off shirts, halters, or clothing of any type that exposes the torso are permitted. Jeggings/Leggings may be worn only if under a dress code approved dress/skirt.

12. In addition to the above requirements, any clothing or jewelry declared inappropriate by district regulations or the principal is automatically unauthorized by the school.

Consequences for Dress Code Violations
Repeat offenders of dress code policies will be referred to the office and parents will be contacted immediately. The inappropriate item will be confiscated and the student’s parent/guardian will be contacted to bring his/her child a change of clothes. In the event a parent/guardian is not able to bring his/her child appropriate clothing, the school will provide a loaner item for the student to wear. Once the loaner item has been washed and returned, the confiscated item(s) will be returned to the student. Repeat violations may result in disciplinary actions.

Academic Honesty Policy
Doing one’s own work is essential to the academic and personal integrity of each student. To falsely take credit for work that belongs to another student or source is not acceptable behavior. Students are encouraged to notify staff members when they have personal knowledge of a violation defined or implied in this code of honor. Notification may be made anonymously. It is important to remember that college and career application forms ask school teachers, counselors, and administrators to comment on an applicant’s trustworthiness and integrity. It is a goal of Morse High School to set students on a foundation of honesty and truthfulness, not only for their future college or career plans, but also for themselves.
Acts of Academic Dishonesty

1. Cheating on tests: Any intentional giving or using of external assistance relating to an examination, test, or quiz without express permission of the teacher including misuse of any form of technology.

2. Fabrication: Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

3. Unauthorized Collaboration: While working together for mutual benefit is highly commendable, unauthorized collaboration between a student and another person is not permitted.

4. Copying an assignment or allowing someone to copy one of your assignments.

5. Using a cell phone, or other electronic device, to photograph or capture images of any part of an assessment, including answer documents, of any type.

6. Plagiarism: Any intentional use of another’s ideas, words, or work as one’s own. Plagiarism includes the misuse of published material, technologically generated material, and the work of other students.

7. Theft or alteration of materials: Any intentional and unauthorized taking, concealment, alteration, or distribution of student, teacher or library materials.

8. Test/Assignment Avoidance: A pattern of absences on test days and/or assignment due dates for the apparent advantage of performing better will not be tolerated.

Consequences

Depending on the severity of the offense, the following may occur the FIRST time:

1. Receive a referral. Parents will be notified by teacher.
2. A grade of “0” on the assignment or test with no make-up opportunity.
3. A grade of “F” on the six-week grading period.
4. A citizenship grade of “U” (“Unsatisfactory”) for the grading period.
5. Referral to the vice principal with disciplinary consequences that may include in-school suspension (if available), out-of-school suspension, or removal from the class.

On SUBSEQUENT offenses all of the following MAY occur:

1. A grade of “0” on the assignment or test with no make-up opportunity.
2. A citizenship grade of “U” (“Unsatisfactory”) for the grading period.
3. Failing the course for the grading period. If the offense occurs during the final grading period of the semester, the student may receive an “F” for the semester grade.
4. Referral to the vice principal with disciplinary consequences that may include in-school suspension (if available), out-of-school suspension, or removal from the class.
5. Parent, student, teacher, and vice principal conference.

Both the student providing the material/test answers and the student receiving the information are equally guilty and subject to equal consequences.

**Naviance**

Family Connection from Naviance is a Web-based service designed especially for students and parents. Family Connection is a comprehensive website that families can use to help in making decisions about courses, colleges, and careers. Family Connection will allow families to: get involved in the planning and advising process; build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers. Family Connection also lets school counselors share information with students and parents about upcoming meetings and events, local scholarship opportunities, and other Web resources for college and career information. Parents can access Naviance through the MHS website – www.sandi.net/morse on the main page.

**Health Office**

The Health Office is located at the north end of the Main Office Building. Health Office is open daily during regular school business hours. Parents should contact the Health Office at (619)262-0763 ext. 2703 or 2718 for further information and concerns. The nurse’s office dispenses medications under a doctor’s order and may dispense certain over-the-counter medications with parent authorization. The nurse counsels students regarding both physical and social concerns. The nurse does not provide sports physicals. Students need to plan ahead so athletic physical appointments can be made with their own physician or health provider. Students may come in to see the nurse with a teacher’s pass, unless it is an emergency. Emergencies are treated immediately.
If a student becomes ill during the day they MUST get a pass from their teacher to go to the Health Office and, if needed, Health Office Staff will contact the parent/guardian, issue a Blue Slip, and release the student to go home.

Reminders about students taking medications while at school:

- All medications (including Tylenol, Motrin, asthma medications, and Epipens) must be stored and administered in the Health Office and must include a physician’s order and parent’s written consent to be administered at school
- Students with asthma may carry inhalers with the appropriate paperwork on file.
- No medications may be dropped off for a student

### Student Support Services

Students and their families may be referred through their counselor or through the district to one or more comprehensive culturally appropriate mental health services in order to address issues that include scholastic performance, attendance, disruptive behavior, unusual behavior, and other social problems.

### Library Media Center

The library is open Monday-Friday from 7:30 a.m. to 2:30 a.m. Passes are required during class time. Computers are available for student use. Library books may be checked out for a two-week period; five cents per day will be charged thereafter with a $5 maximum. A current student ID is required for all transactions.

**Textbooks**

The library checks out textbooks directly to students; textbooks are the responsibility of the student to whom it is issued. Students are responsible for paying for lost, stolen, or damaged books. **Do not leave textbooks in your classrooms. If they are stolen or damaged, you are the responsible party, not your teacher.** Whenever a student changes classes, books that are no longer needed should be returned. Students with library or textbook indebtedness will not be issued additional materials until the debt are
cleared. Any student on the indebtedness list cannot participate in major extra-curricular activities and will not receive a diploma until the debt is cleared.

**Williams Act**

California Education Code Section 35186 requires that students and parents be notified of the following:

- Each and every student must have a textbook and/or instructional materials to use in class and to take home
- School facilities must be clean, safe and maintained in good repair
- A properly credentialed teacher should be assigned to each class
- Students who have not passed the high school exit exam by the end of the 12th grade are entitled to receive intensive instruction

If you think the Williams Act requirements are not being met, you may obtain a complaint form at the school site or district office.

**Instructions to login to Destiny, the library database:**

1. Go to https://destiny.sandi.net
2. Select Morse High School under High Schools
3. Select CATALOG tab for library & other resources
   - Click LOG IN tab on top right to see when books are due
4. Select HOME tab for databases

**Lost and Found**

The lost and found is located in the Library.

**Indebtedness**

Any student who has outstanding debts for lost/damaged textbooks or library books, fundraising or athletic, cheer or ROTC uniform obligations will not be allowed to purchase tickets or attend major school sponsored activities until all debts to the school and/or library are cleared at the Finance Office.
Financial Office

Located on the west side of the Borealis building, next to the ASB Room, the Finance Office is the place to pay for your ASB Card, dance tickets, entrance tickets to athletic events, booster bus tickets, PSAT tickets, PE uniform and other tickets for activities announced in the daily bulletin. It is open to students during lunch and after school. Students must have current Morse Picture ID for all transactions. THE FINANCE OFFICE IS NOT OPEN TO STUDENTS DURING CLASS TIME FOR MAKING CHANGE OR ANY OTHER TRANSACTION. No personal checks are accepted after April 30.

College Wear Wednesdays

Help us promote Morse’s college-going culture by sporting your college gear every Wednesday.

Athletics/Physical Education

All information regarding the Morse Athletics Program can be found on smtigers.com like team schedules, rosters, coaches’ information, and forms. Additionally, please contact our Athletic Director, Tracy McNair, for questions or concerns.

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<tr>
<th>ATHLETIC SEASONS</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<td></td>
<td>Cheer</td>
<td>Basketball, Boys</td>
<td>Badminton, Co-Ed</td>
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<tr>
<td></td>
<td>Cross Country, Boys</td>
<td>Basketball, Girls</td>
<td>Baseball</td>
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<tr>
<td></td>
<td>Cross Country, Girls</td>
<td>Soccer, Boys</td>
<td>Golf, Boys</td>
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<td></td>
<td>Field Hockey</td>
<td>Soccer, Girls</td>
<td>Softball</td>
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<td>Football</td>
<td>Wrestling, Boys</td>
<td>Tennis, Boys</td>
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<td>Golf, Girls</td>
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<td>Track &amp; Field, Boys</td>
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<tr>
<td></td>
<td>Tennis, Girls</td>
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<td>Track &amp; Field, Girls</td>
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<tr>
<td></td>
<td>Volleyball, Girls</td>
<td></td>
<td>Volleyball, Boys</td>
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P.E. Uniforms

Uniforms are required for all students taking P.E. classes. Uniforms consist of navy blue colored shorts/sweatpants and a white or light gray t-shirt/sweatshirt. Athletic shoes and socks are required at all times. If a student wishes to use a PE locker, a combination lock should be used to ensure that the students’ possessions are secured.

P.E. Lockers

Lockers are located in the P.E. dressing rooms and will be issued only to students in P.E. classes. They are only to be used by the student to whom it is assigned. Only combination locks will be allowed on lockers. Students should not store or bring large sums of money or valuable items in P.E. lockers. We do our best to ensure locker room security; however, the school is not liable for the cost or replacement of books, electronic devices, or personal articles lost through theft or negligence. We strongly discourage students from bringing cell phones and electronics devices to their P.E. class.

With reasonable suspicion school administration reserves the right to enter school lockers at any time to ensure a safe and secure school climate. Students involved with any locker room thefts are subject to arrest, suspension, and/or expulsion.

Physical Fitness Test

The physical fitness test for students in California schools is the FITNESSGRAM®. The main goal of the test is to help students start lifelong habits of regular physical activity.

- All 9th grade students must be enrolled in a physical education class. Four physical education credits must be earned to graduate from high school.
- A student will take the California State Physical Fitness Test while enrolled in physical education or equivalent courses.

September. Students who lose their ID and need a replacement can get one in the front office before school, during lunch, or after school.
Cafeteria

The cafeteria serves food before school and during the lunch period. The inside lines serve a variety of hot and cold foods. A number of express carts are available at several locations on campus. The cafeteria and carts do not accept twenties or larger bills. Applications for free and reduced lunches are accepted throughout the year. PINS (personal identification numbers) are issued to students by cafeteria staff. Students are expected to clean up after themselves and dispose of litter in trash cans. All students should take responsibility for keeping the campus clean, especially around the lunch areas. Thank you for your help in maintaining a neat and orderly campus which demonstrates Tiger Pride!

School Meals

MHS is a schoolwide Title I school. Seventy-seven percent of MHS students are from low-income families. As a result, MHS is a Provision 2 or Community Eligibility Provision (CEP) school. Community Eligibility Provision, or CEP, is a new universal meal service option included in the National School Lunch Program and the School Breakfast Program. CEP was created through the Healthy, Hunger-Free Kids Act of 2010, and allows qualifying local educational agencies and schools to offer breakfast and lunch at no cost to all students without requiring families to complete an annual free and reduced-price meal application. ALL students at MHS have access to breakfast, a morning snack, and lunch, at no cost to our students.

Check out all of the district’s food options and more by downloading Food & Nutrition Services new mobile menu app – MealViewer – or visiting schools.mealviewer.com. If you have any questions, please contact Food & Nutrition Services at 858-627-7340.

Breakfast/Snack/Lunch Times

Breakfast is served in the cafeteria from 7:00am – 7:20am. Snacks are served during the 10-minute nutrition break from 8:23 a.m. to 8:33 a.m. on regular days; 8:19 a.m. to 8:28 a.m. on advisory days; and 8:05 a.m. to 8:15 a.m. on modified days. Lunch is served from 11:42 a.m. to 12:12 p.m. on regular days; 11:50 a.m. to 12:20 p.m. on advisory days; and 10:30 a.m. to 11:00 a.m. on modified days.
**Lunch Pins**
Lunch pins are printed on the student class schedules. Students who misplace or forget their pin number can request it from in the main office.

**PayPams**
Parents/students can pre-pay for school meals using PayPams. To sign up, go to PayPams.com and click on the “Sign Up Now!” button on the home page. Select your state, and then select your school district. Create a username and password and enter your contact information. Add student(s) name to the account. Make payments or set up automatic payments based on low balance. It takes 1-2 days before balances and cafeteria purchase information for new registrants can be displayed. If you have questions or need assistance with PayPams click on “Help” on the front page of PayPams.com

<table>
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<tr>
<th>Student Information</th>
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<tr>
<td><strong>Grade Level Classification</strong></td>
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<tr>
<td>Students are expected to make regular progress in their classes, pass all courses and earn a high school diploma in four years. In order to move from one grade level to the next, all students are required to earn the predetermined credits indicated.</td>
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| ❑ To be a sophomore, 10-20 semester credits  
❑ To be a junior, 21-30 semester credits  
❑ To be a senior, 31 or more semester credits |

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<th>Student ID Cards</th>
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<tr>
<td>ID cards will be issued during registration. LifeTouch will be taking pictures in the cafeteria. Students who do not get an ID during registration can get one during the make-up sessions in</td>
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</table>
**Student Parking**

Driving and parking on campus is a privilege granted to students by the school. All sections of the California Vehicle Code and the Municipal Codes apply on school grounds. A current parking permit must be displayed at all times while parked on campus. All vehicles must park in designated parking areas. Parking applications are available in the Security Office. A current Morse ID, valid driver’s license, valid vehicle registration, and current proof of liability insurance must be provided.

Students who park on campus must park in the area designated for student parking (front, main lot). Students are not to park in staff or faculty marked lots, including the area by the auto shop. Parking anywhere other than the designated student areas may result in the vehicle being ticketed. Maximum speed limit on campus is 5 mph. **Students may not go to their vehicles during any part of the day.** Vehicles are not to be used as lockers for storing books or clothing. We do our best to protect vehicles, but Morse High School is not liable for vandalism or theft of personal property.

**Work Permits**

All students under the age of 18 must have a work permit if they are employed during the school year or summer. Babysitting and yard work do not require a work permit. Applications for a work permit may be obtained at the Registrar’s Office (room 401) after the student has been hired or if the employer requests a work permit for an interview. Once completed by the employer and signed by the parent or guardian, the application is returned to the Registrar’s Office for approval. A temporary copy of the application will be given to the student for the employer.

**Internet/Computer Use Access**

**INTERNET/COMPUTER USE ACCESS**

Use of the computer and the network is a privilege and is for educational purposes only. All students must have their own current school picture ID to use this resource. No food or drink is allowed near the computer. Improper use of the computer and/or network will result in immediate cancellation of the student’s access privileges and disciplinary action by the vice-principal.
Electronic Devices

In accordance with Board of Education Policy H-6980, all electronic devices (including earphones) may be used before school, during lunch, and after school only and must kept out of sight and turned off during the classroom instructional program. Unauthorized use of such devices disrupts and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Staff members may confiscate electronic devices and hand them to administration. Parents/Guardians may be required to pick up electronic devices in order for them to be returned. Repeated unauthorized use of such devices may lead to disciplinary action.

Morse High personnel will not be held liable for items that are stolen when brought to school. It is the sole responsibility of the individual student to safeguard any electronic device that is brought to school. Students are strongly encouraged to leave electronic devices at home.

Skateboards and Bicycles

By state law students using skateboards, bicycles, rollerblades, or inline skates as a mode of transportation to and from school must wear helmets. Bicycle and skateboard racks are located in front of the 800 building and is the only approved location for storing your bicycle and skateboard. None of the above-mentioned is to be used on campus during the school day and is subject to confiscation if used on campus. The riding of any skateboard, rollerblade, or roller skate type device, on any property of the district, at any time, is prohibited. Nothing within this procedure shall prohibit anyone from operating such devices to and from school; however, such devices must be stored properly when entering district property (SDUSD Admin Procedure 5020). Students may store their skateboards in a teacher’s classroom or in the main office. Students are not allowed to carry their skateboard around campus. Morse High School is not liable for skateboards stored on campus.

HELP SUPPORT YOUR SCHOOL

EVERY WEDNESDAY

COLLEGE WEAR

EVERY FRIDAY

BLUE, GOLD & WHITE SPIRIT WEAR